

**BOARD OF SUPERVISORS**

*Brown County*



305 E. WALNUT STREET

E-Mail: [BrownCountyCountyBoard@co.brown.wi.us](mailto:BrownCountyCountyBoard@co.brown.wi.us)

P. O. BOX 23600

GREEN BAY, WISCONSIN 54305-3600

PHONE (920) 448-4015 FAX (920) 448-6221

**"PUBLIC NOTICE OF MEETING"**

**Pursuant to Section 19.84 Wis. Stats., notice is hereby given to the public that the following meetings will be held**

**THE WEEK OF  
October 23 – 27, 2017**

**MONDAY, OCTOBER 23, 2017**

*5:30 pm	Executive Committee – <i>Budget &amp; Regular</i>	Room 200, Northern Building 305 E. Walnut Street
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**TUESDAY, OCTOBER 24, 2017**

(No Meetings)

**WEDNESDAY, OCTOBER 25, 2017**

*9:00 am	Benefits Advisory Committee	Room 200, Northern Building 305 E. Walnut Street
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*10:00 am	Public Safety Communications Advisory Board	Second Floor, Brown County PSC 3028 Curry Lane
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*3:30 pm	Professional Football Stadium District	Indoor Club Seating, Fourth Level 1265 Lombardi Avenue
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**THURSDAY, OCTOBER 26, 2017**

*8:30 am	Aging & Disability Resource Center Board of Directors	ADRC 300 S. Adams Street
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**FRIDAY, OCTOBER 27, 2017**

(No Meetings)

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the Brown County Human Resources Office at 448-4065 by 4:30 p.m. on the day before the meeting so that arrangements can be made.

# BOARD OF SUPERVISORS

## Brown County



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P.O. BOX 23600

GREEN BAY, WISCONSIN 54305-3600

PHONE (920) 448-4015 FAX (920) 448-6221

E-mail bc\_county\_board@co.brown.wi.us

### EXECUTIVE COMMITTEE

Tom Lund, Chairman, Patrick Moynihan, Jr., Vice-Chairman  
Patrick Buckley, Bernie Erickson, Erik Hoyer,  
Richard Schadewald, John Van Dyck

#### EXECUTIVE COMMITTEE

Monday, October 23, 2017

5:30 p.m.

Room 200, Northern Building  
305 E. Walnut St., Green Bay

NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION  
ON ANY ITEM ON THE AGENDA.

**\*\* Please Bring Budget Book \*\***

**\*\* PLEASE NOTE DATE \*\***

- I. Call meeting to order.
- II. Approve/modify agenda.
- III. Approve/modify Minutes of October 9, 2017.

#### **\*\*BUDGET REVIEW\*\***

##### **Comments from the Public – Budgetary Items**

##### **Communications**

1. Review Minutes of:
  - a) Benefits Advisory Committee (September 20, 2017).

##### **Non-divisional Budgets**

2. County Executive – Review of 2018 Department Budget.
3. Board of Supervisors - Review of 2018 Department Budget.
4. Capital Projects.
5. Debt Service.
6. Special Taxes and Revenue.

##### **Resolutions, Ordinances**

7. Resolution Regarding Updates to Existing Employee Compensation during the 2018 Budget Process.
8. Resolution Approving Changes to Employee Benefits during the 2018 Budget Process.
9. Resolution Approving New or Deleted Positions during the 2018 Budget Process in the Technology Services Department Table of Organization - Enterprise Cyber Security Technician.
10. Resolution Approving New or Deleted Positions during the 2018 Budget Process in the Administration Department Table of Organization – Organizational Development Coordinator.
11. Resolution Approving New or Deleted Positions during the 2018 Budget Process in the Administration Department Table of Organization – Public Information Officer.
12. Resolution Approving New or Deleted Positions during the 2018 Budget Process in the Administration Department Table of Organization – Payroll Specialists and HRIS Analyst.
13. Resolution Approving New or Deleted Positions during the 2018 Budget Process in the Administration Department Table of Organization – Administration Department “Department”.

14. Resolution Approving a Change in Position during the 2018 Budget Process in the Zoo and Parks Department – Parks Table of Organization.
15. Resolution Approving New or Deleted Positions during the 2018 Budget Process in the Zoo and Parks Department – Zoo Table of Organization.
16. Resolution Approving a Change in Position during the 2018 Budget Process in the Executive's Office Table of Organization.
17. Resolution Approving New or Deleted Positions during the 2018 Budget Process in the Health & Human Services Department – Community Programs Table of Organization – Behavioral Health Supervisor – Crisis Coordinator.
18. Resolution Approving New or Deleted Positions during the 2018 Budget Process in the Health & Human Services Department – Community Programs Table of Organization – Social Worker/Case Managers and Social Worker Supervisor.
19. Resolution Approving New or Deleted Positions during the 2018 Budget Process in the Health & Human Services Department – Community Services Table of Organization – Clerk II.
20. Resolution Approving New or Deleted Positions during the 2018 Budget Process in the Health & Human Services Department – Community Services Table of Organization – Clerk II.
21. Resolution Approving New or Deleted Positions during the 2018 Budget Process in the Health & Human Services Department – Public Health Table of Organization.
22. Resolution Approving New or Deleted Positions during the 2018 Budget Process in the Port & Resource Recovery Department Table of Organization.
23. Resolution Regarding Reclassification of a Journeyman Electrician Position in the Public Works – Facilities Table of Organization.
24. Resolution Approving New or Deleted Positions during the 2018 Budget Process in the Public Works Department – Facilities Management Table of Organization.
25. Resolution Approving New or Deleted Positions during the 2018 Budget Process in the Public Works Department – Highway Table of Organization.
26. Resolution Approving New or Deleted Positions during the 2018 Budget Process in the UW Extension Table of Organization.
27. Resolution Approving New or Deleted Positions during the 2018 Budget Process in the District Attorney Office Table of Organization.
28. Discussion and possible action re: New position descriptions and organizational changes for Board staff.

**\*\*NON-BUDGET REVIEW\*\***

**Legal Bills**

1. Review and Possible Action on Legal Bills to be paid.

**Reports**

2. Internal Auditor. *No Report.*
3. Human Resources Report.
4. Department of Administration Report.
5. County Executive Report.

**Other**

6. Such other matters as authorized by law.
7. Adjourn.

Tom Lund, Chair

Notice is hereby given that action by the Committee may be taken on any of the items, which are described or listed in this agenda. The Committee at their discretion may suspend the rules to allow comments from the public during the meeting. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.



## **Benefits Advisory Committee**

Wednesday, October 25, 2017

9:00 AM

Room 200, Northern Building  
305 E. Walnut Street

**NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON ANY  
ITEM ON THE AGENDA.**

1. Call meeting to order
2. Roll Call
3. Approve/Modify agenda
4. Approve/Modify Minutes from September 20, 2017
5. Report – Plan Performance for September
6. Personal Health Assessments presentation by Healics
7. Discussion regarding presentation by Healics
8. Schedule next meeting (January 2018)
10. Adjourn

Jason Carviou, Chair

# PUBLIC SAFETY COMMUNICATIONS ADVISORY BOARD



Chief Eric Dunning – Ashwaubenon PubSaf  
Chief Alan Matzke – DP Fire/Rescue  
Chief David Litton – Green Bay Metro FD  
Chief Rich VanBoxtel – Onocida PD  
Chief Greg Deike – Wrightstown PD

Sheriff John Gossage – BC Sheriff  
Chief Derek Beiderwieden – DePere PD  
Chief Randy Bani – Hobart/Lawrence PD  
Chief Mark Hendzel – Pulaski PD

Director Larry Ullmer – County Rescue  
Chief Andrew Smith – Green Bay PD  
Chief Kurt Minten – Lawrence FD  
Chief Tom Kujawa – UW-Green Bay PD

## MEETING NOTICE AND AGENDA

A meeting of the Brown County Public Safety Communications Advisory Board has been set for  
**Wednesday, October 25<sup>th</sup>, 2017 at 10:00 a.m.**  
**Brown County PSC – 3028 Curry Lane, 2<sup>nd</sup> Floor**

- I. Call to Order
- II. Roll Call – Pass around sign-in clip board
- III. Approval of the Agenda
- IV. Approval of the Minutes from:
  - May 3, 2017
  - July 26, 2017 (No need for approval – No Quorum, note only)
- V. Communications Center Update
- VI. Phone/CAD Upgrades
- VII. Standardized Operating Procedures
- VIII. Dispatch Users Group (DUG) Update
- IX. Other Matters
- X. Roundtable
- XI. Next Meeting: January 24<sup>th</sup>, 2018 at 10:00 a.m. – PSC Gulbrand Training Room
- XII. Adjourn

Cullen Peltier - Director  
Public Safety Communications

*Any person wishing to attend whom, because of disability requires special accommodations should contact Brown County Public Safety Communications Department at (920) 391-7400, at least two working days in advance of the meeting for special arrangements to be made. Notice is hereby given that action by the Public Safety Advisory Board may be taken on any of the items, which are described or listed on the agenda.*

**GREEN BAY/BROWN COUNTY  
PROFESSIONAL FOOTBALL STADIUM DISTRICT  
AGENDA  
WEDNESDAY, OCTOBER 25, 2017  
3:30 P.M.**

1265 LOMBARDI AVENUE  
LAMBEAU FIELD – INDOOR CLUB SEATING  
TAKE ESCALATOR TO FOURTH LEVEL

1. Call the Meeting to Order
2. Roll Call
3. Pledge of Allegiance
4. Approve/Modify Agenda
5. Request for Approval of the Minutes – September 27, 2017
6. Late Communications (if any)
7. Sigma Presentation
8. Special Events & Economic Development Fund Update and/or Action:
  - A. Detail of Special Events and Economic Development Fund
  - B. Grant Updates:
    - Shipyard
      - o October 18, 2017, USA Today Network Online Article “Green Bay’s Shipyard Project Moves Forward, For Now”
      - o October 12, 2017, USA Today Network Online Article “Shipyard’s Port of Call: 9 Things to Know”
    - Children’s Museum
    - NEW Zoo
  - C. Future Events
9. September 2016 Financial Report
10. Director’s Report
11. Employment/Consulting Services
  - Convene into closed session pursuant to Section 19.85(1)(c) of the Wisconsin Statutes for purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; to-wit: employment and consulting services.
  - Return to Open Session
  - Consideration of Action, If Any, Regarding Closed Session Discussion
12. Other Matters Authorized by Law (if any)
13. Motion to Adjourn

*Any person wishing to attend who, because of a disability, requires special accommodations should contact Diane Roskom at (920) 965-6997 so arrangements can be made.*

**AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY  
BOARD OF DIRECTOR'S MEETING**

**Thursday, October 26, 2017**

**Board Meeting 8:30 a.m.**

**AGENDA**

<b>Time</b>	<b>Agenda Item</b>	<b>Handout</b>	<b>Action Required</b>
8:30	1. Pledge of Allegiance		
8:32	2. Introductions		
8:35	3. Adoption of Agenda	Yes	Yes
8:37	4. Approval of the minutes of regular meeting of September 28, 2017	Yes	Yes
8:40	5. Comments from the public <ul style="list-style-type: none"> <li>• Must be limited to items not on the agenda</li> <li>• State name and address for the record</li> <li>• Comments will be limited to five minutes</li> <li>• The Board's role is to listen and not discuss comments or take action on those comments at this meeting</li> </ul>		
8:42	6. Finance Report <ul style="list-style-type: none"> <li>a. Review and approval of September 2017 Finance Report</li> <li>b. Review and approval of Restricted Donations</li> </ul>	Yes Yes	Yes Yes
9:00	7. Directors Report <ul style="list-style-type: none"> <li>a. In-Home Worker Program update and correspondence</li> <li>b. NFSCP Wait List Policy</li> <li>c. ADRC Planning Retreat Reflections</li> <li>d. Schreiber Grant, 100 Women Who Care</li> </ul>	Yes Yes Yes	Yes Yes
9:30	8. Staff Report: Finance Unit		
10:00	9. Legislative Updates		
10:15	10. Announcements		
10:25	11. Next <b>Full Board</b> Meeting – December 14, 2017 <i>Executive &amp; Finance &amp; Nominations &amp; HR Committee meeting on November 9, 2017</i>		
10:30	12. Adjourn		Yes

\_\_\_\_\_  
Larry Epstein, Chairperson  
Aging & Disability Resource Center of Brown County

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda.

Any person wishing to attend, who because of a disability requires special accommodation, should contact the ADRC of Brown County Office at (920) 448-4300 two days before the meeting so that arrangements can be made.

ADRC Vision: "Building a community that values, empowers, and supports seniors, adults with disabilities and their caregivers"



## OCTOBER 2017

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3 Mental Health Ad Hoc 12:00 pm	4 <b>PUBLIC SAFETY</b> 11:00 am Oct Reg/Nov Budget Rm 200, Northern Building <b>ADMINISTRATION</b> 6:15 pm Oct Reg/Nov Budget Rm 200, Northern Bldg	5	6	7
8	9 Exec Cmte 5:30 pm	10 <b>Human Svc</b> 6 pm Budget Meeting Rm 200, Northern Bldg	11	12	13	14
15	16 <b>LAND CON</b> 5:30 pm PD&T 5:45 pm Budget Meeting Rm 200, Northern Bldg	17 <b>ED &amp; REC</b> 5 pm Oct Reg/Nov Budget Rm 200, Northern Bldg Veterans Rec. Subcmte 4:30 pm	18 Mental Health Ad Hoc 12 pm Spcl Ed & Rec 6:30 pm Spcl Exec 6:45 pm <b>Board of Supervisors</b> 7:00 pm	19	20	21
22	23 <b>EXEC</b> 5:30 pm Budget Meeting Rm 200, Northern Bldg	24	25	26	27	28
29	30	31-Oct 	1-Nov <b>Board of Sup</b> Budget Mtg 9:00 am	2-Nov <b>*Tentative</b> <b>Board of Sup</b> 6:00 pm	3-Nov	4-Nov



## **BROWN COUNTY COMMITTEE MINUTES**

- Aging & Disability Resource Center Board of Directors (August 24, 2017 – Draft)
- Planning Commission Board of Directors (September 6, 2017)

**To obtain a copy of Committee minutes:**

[http://www.co.brown.wi.us/minutes\\_and\\_agendas/](http://www.co.brown.wi.us/minutes_and_agendas/)

**OR**

**Contact the Brown County Board Office or the County Clerk's Department**

**PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY BOARD MEETING**

**August 24, 2017**

**PRESENT:** Larry Epstein, Patricia Finder-Stone, Corrie Campbell, Mary Derginer, Linda Mamrosh, Randy Johnson, Arlie Duxtater, Deborah Lundberg, Bev Bartlett, Jessica Nell

**EXCUSED:** Beth Relich

**ABSENT:** Amy Payne, Melanie Maczka

**ALSO PRESENT:** Laurie Ropson, Debra Bowers, Devon Christianson, Christel Giesen, Kristin Willems, Denise Misovec, Diana Brown, Jennifer Hallam-Nelson, Emily Umbreit, Wendy Mallo, Barb Michaels, Donovan Miller

The meeting was called to order by Chairperson, Epstein at 8:32 a.m.

**PLEDGE OF ALLEGIANCE:**

**INTRODUCTIONS:**

**ADOPTIONS OF AGENDA:** Ms. Lundberg/Ms. Bartlett moved to adopt the agenda. **MOTION CARRIED.**

**APPROVAL OF MINUTES OF REGULAR MEETING OF July 13, 2017:**

Ms. Johnson/Ms. Lundberg moved to approve the minutes of July 13, 2017 **MOTION CARRIED.**

**COMMENTS FROM THE PUBLIC:**

None

Ms. Bowers asked to amend the agenda so that item 7a. 2016 Audit Report- Wendy Mallo, Schenck and 7b. 2016 Form 990 Document, be moved to 6a. And 6b. respectively.

Ms. Finder-Stone/Ms. Lundberg moved to amend the agenda as requested. **MOTION CARRIED.**

**DIRECTORS REPORT:**

**A. 2016 AUDIT REPORT-WENDY MALLO-SCHENCK**

Ms. Mallo referred to the 2016 Aging & Disability Center of Brown County Financial Statement handout and summarized the 2016 ADRC audit. Ms. Mallo highlighted and explained the variances from 2015 and 2016 and shared that 2016 was a positive year for the agency with an increase in revenue and while the expenses remained about the same as the previous year.

Ms. Mallo then referred to the Management Communication Letter which is also a requirement of the annual audit. Ms. Mallo stated that while the audit is performed, internal controls are also reviewed to determine points of weakness/deficiencies that would then be reported through this letter. Mallo reported that during the audit Schenck did not find any areas of weakness or deficiencies with internal controls. Ms. Mallo also shared that there were no audit adjustments at all, which is a rare occurrence.

The board congratulated the accounting team of Ms. Bowers and Mr. Miller for their outstanding work throughout the year.

Ms. Lundberg/Supervisor Campbell moved to approve the 2016 Audit Report. **MOTION CARRIED.**

**B. 2016 FORM 990 DOCUMENT:**

Ms. Mallo referred to the 990 Document and stated that it is a requirement for the ADRC Board of Directors to review the document prior to being filed. Ms. Mallo covered the highlights of the 990 Form pointing out areas of interest, where the board should concentrate their attention, and where the public, including potential donors, might focus their review of our financial stability and growth.

## **FINANCE REPORT:**

### **A. REVIEW AND APPROVAL OF FINANCE REPORT – July 2017:**

Ms. Bowers referred to the 2017 Financial Highlights and ADRC Summary Report to demonstrate the expenses and revenues for the month of July.

Ms. Johnson/Ms. Derginer moved to approve the Finance Report – July 2017. **MOTION CARRIED.**

### **B. REVIEW AND APPROVAL OF RESTRICTED DONATIONS:**

Ms. Bowers referred to the handout to point out 2 restricted donations received in July 2017.

Ms. Finder-Stone/Ms. Bartlett moved to approve the Restricted Donation Report. **MOTION CARRIED.**

## **DIRECTORS REPORT (cont.):**

### **C. ADRC CONTRACT 2018-HIGHLIGHTS OF BOARD RESPONSIBILITY:**

Ms. Christianson referred to the Organizational and Procedural Standards which is a part of the ADRC Contract. The Board can access the full contract anytime that they would like. Ms. Christianson shared changes that the state of Wisconsin made. There was much discussion around the governing board for ADRCs. Ms. Christianson called attention to the language around conflict of interest that now includes family members of board members. Ms. Christianson also covered the new addition of language specific to the role of the governing board: The board will provide strategic direction to the ADRC, advocate for older adults and adults with disabilities and to be an ambassador for the ADRC. Ms. Christianson also highlighted the duties of the board which include, providing strategic direction and input regarding the budget and participating in customer feedback. Ms. Christianson also stated that daily operations is to be done by staff and is not a responsibility of the board of directors. Ms. Christianson also shared that she has a responsibility to provide orientation to board members and asked the board to provide feedback and suggestions of anything else that is needed. Ms. Christianson also anticipates additional changes to the ADRC contract next year as well.

### **D. ARAMARK CONTRACT APPROVAL:**

Ms. Giesen referred to the Nutrition Contract Summary handout and stated the ADRC serves approximately 515 meals per day in Brown County. The Aging Network Manual dictates the Nutrition program operations. This requires that a Request for Proposals (RFP), where potential the vendors bid for meals, is sent out for bid every 5 years. The RFP for the meal program vendor went out in May of 2017. Ms. Giesen shared how the RFP was distributed to the general public but also to all possible vendors in the Denmark community. Only one proposal was received in response to the RFP. Ms. Giesen shared a possible reason for just receiving one response is the requirements and additional components included in the RFP are great and the capacity to deliver over 500 meals in multiple locations each day is a challenge. Ms. Giesen shared that the ADRC has had a contract with Aramark since 2012 and they have been improving each year. She also shared that feedback about meals is provided to Aramark on a daily basis and Aramark is very responsive to this feedback. The RFP, this year, requested from the bidder to offer alternate options (salads for example) to give customers a choice in meals. Aramark is committed to finding a way to accommodate this request. Aramark has also offered some enhancements to the ADRC each year as well. The result of this contract would be an eleven cent increase in price per meal. The draft budget for 2018 approved by the board in July included the anticipated increase.

Mr. Johnson added that he has delivered meals for 8 years and was very happy to see the quality of the work included to provide the meals to our customers. Mr. Johnson was very impressed with the quality of the facility, the equipment and their staff. Mr. Johnson feels that there is a teaming atmosphere between the Aramark and the ADRC. Mr. Johnson offered that it would be great to work to brand the meals and come up with an elevator speech for board members and ADRC staff to explain the meal to help people better relate to the program. He also feels that there is opportunity for more in the community to receive meals and would like to see the ADRC expand the program and go beyond the program's current reach. Additional discussion ensued.

Ms. Bartlett/Ms. Lundberg moved to approve the Aramark Nutrition Contract. **MOTION CARRIED.**

**E. DEMENTIA CARE SPECIALIST ASSISTANT: MEMORY CAFÉ':**

Ms. Umbreit the Dementia Care Specialist Assistant shared the new Memory Café' at the ADRC will be opening in September.

**F. JESS NELL FAREWELL:**

Ms. Christianson and the ADRC Board thanked Ms. Nell for her service to the ADRC and wished her luck on her move to Madison. Ms. Nell thanked everyone and feels that her experience with the ADRC fostered the beginning of her advocacy journey.

**STAFF REPORT: BARB MICHAELS PREVENTION:**

Ms. Michaels referred to the Unit Update handout and highlighted a few of the accomplishments over the last year. The unit mission and focus is to deliver evidence based programs that have proven outcomes that meet local needs in the community along with partnering with local professionals to provide offerings that are not provided elsewhere. Ms. Michaels stressed that quality is paramount to Prevention programs or customers will not return. Ms. Michaels shared that about 18 months ago she asked customers and volunteers for input on what items/offerings they would like. Budgeting and Finance was one topic that has been added to the curriculum and it is going over well. Brain health is also an area of high interest in the community and the programs at the ADRC have lengthy wait list. Advanced Directives is also an area of high need. Complimentary programs including essential oils and a program on mindfulness have also gone well. The "Living Well with Chronic Conditions" and the pilot "Lighten Up" programs have both been discontinued for the time being. A program launching in October is called "Life Letters" helping elders address their regrets while they are still healthy. The board shared their experiences and feedback from the community and thanked Ms. Michaels for their outstanding work. Ms. Michaels also shared that she co-leads a prevention coalition with other community partners that is currently focusing on falls prevention and advanced directives awareness. There are 5 interventions or needs that they are working one. The first is working with police and public safety departments and emergency rooms to receive referrals people who have fallen to the ADRC. Ms. Michaels also shared that they will launch soon a directive to build advanced directives into the college environment. Ms. Michaels shared a challenge in the ADRC is staying free of conflicts of interest with volunteers. Ms. Michaels shared a success story is that 40 of the 50 people that attended the advanced directives workshop completed them. Supervisor Campbell shared concerns about providing legal advice to customers about advanced directives. Ms. Michaels explained that the forms portion of the program is completed by an elder law attorney and one on one appointment with customers and the attorney are offered. Additional discussion ensued. Ms. Michaels shared that she continues to create community partnerships and is reaching out VA clinic to offer Stepping On and other programs.

Ms. Christianson shared that the "Above and Beyond Award" was given to Ms. Michaels from WIHA this year and thanked her for her amazing work.

**LEGISLATIVE UPDATES:**

**ANNOUNCEMENTS:**

Ms. Christianson shared the attorney general will be at the ADRC to give a press conference to announce the formation of a statewide taskforce on elder abuse. Ms. Christianson invited board members to attend.

Ms. Christianson shared that the next strategic 3 year aging plan is coming in 2018. Ms. Christianson would like to start this process early and would like to create focus groups and surveys and engage board members in the process. The plan is not due until November of 2018. Dr. Doreen Higgins from UWGB Professional Social Work Program will be assisting the ADRC and will be attending the September 28 board meeting. Ms. Christianson is requesting that the board along with ADRC leadership to attend a retreat to begin this process. Ms. Willems will send out a Doodle Poll with date options.

Ms. Brown from Curative Connections shared that she will be going into semi-retirement and that Denise Misovec has been named Vice-President of Program Services as her replacement. Ms. Brown will remain with Curative one day a week for the next year before retiring completely.

**NEXT MEETING** – September 28, 2017 is the next ADRC Board of Directors Meeting.

Supervisor Campbell asked to add a couple of agenda items to the September meeting:

1. To explore how to partner with community businesses to get fresh foods incorporated into the meal program.
2. To receive an update on progress with the Denmark Planning meetings.
3. To discuss organizing information that can be distributed to public to make them aware of outside access issues for disabled people in the community. Ms. Christianson shared that Options for Independent Living could also be involved.

**ADJOURN:** Mr. Johnson/Ms. Nell moved to adjourn the meeting. **MOTION CARRIED.** The meeting adjourned at 10:42 a.m.

Respectfully Submitted,  
Kristin Willems,  
Administrative Specialist

**Minutes**  
**BROWN COUNTY PLANNING COMMISSION**  
**BOARD OF DIRECTORS**  
**Wednesday, September 6, 2017**  
**Green Bay Metro Transportation Center**  
**901 University Avenue, Commission Room**  
**Green Bay, WI 54302**  
**6:30 p.m.**

**ROLL CALL:**

Paul Blindauer	<u>X</u>	Phil Hilgenberg	<u>X</u>	Ray Tauscher	<u>X</u>
Brian Brock	<u>X</u>	Jacob Immel	<u>X</u>	Norbert Van De Hei	<u>X</u>
William Clancy	<u>X</u>	Kathleen Janssen	<u>X</u>	Jason Ward	<u>X</u>
Norbert Dantinne, Jr.	<u>X</u>	Dotty Juengst	<u>X</u>	Dave Wiese	<u>Exc</u>
Bernie Erickson	<u>X</u>	Dave Kaster	<u>X</u>	Matthew Woicek	<u>X</u>
Kim Flom	<u>X</u>	Patty Kiewiz	<u>X</u>	Reed Woodward	<u>X</u>
Steve Grenier	<u>X</u>	Michael Malcheski	<u>X</u>		
Mark Handeland	<u>X</u>	Gary Pahl	<u>X</u>		
Matthew Harris	<u>X</u>	Terry Schaeuble	<u>Exc</u>	City of Green Bay (Vacant)	
Frederick Heitl	<u>X</u>	Glen Severson	<u>X</u>	Br. Co. Board – De Pere (Vacant)	

**OTHERS PRESENT:** Chuck Lamine, Cole Runge, Lisa Conard, Dan Teaters, Ker Vang, Devin Yoder, Kathy Meyer and Lee Novak (audience)

1. Approval of the minutes of the August 2, 2017 regular meeting of the Brown County Planning Commission Board of Directors.

A motion was made by G. Pahl and seconded by Matthew Woicek to approve the minutes of the August 2, 2017, regular meeting of the Brown County Planning Commission Board of Directors. Motion carried.

2. **Overview and Public Hearing:** Draft Major Amendment #3 to the 2017-2021 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area.

L. Conard provided an overview of the Draft Major Amendment #3 to the 2017-2021 TIP via PowerPoint.

L. Conard stated that this is an amendment to the TIP that the Board approved last October.

L. Conard reviewed the projects that are under consideration.

- Federal Transit Administration in cooperation with Green Bay Metro
  - Work on the facility
  - Security enhancements
  - Software removal from their program
- Wisconsin Department of Transportation
  - Railroad crossings on Ashland Ave. north of W. Mason – installation of warning devices, signals replacement and addition of gates.
  - I-41 in Oconto County (part of Green Bay urbanized area extends into Oconto County). Installation of new guard cable in the median for 9 miles north of Brown Road.

L. Conard opened up the hearing for comment.

C. Conard asked three times if anyone wished to speak. Hearing no comment, L. Conard closed the public hearing.

3. Discussion and action regarding the Draft Major Amendment #3 to the 2017-2021 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area.

L. Conard stated that staff have completed the entire public involvement process, and are recommending that the Board approve the amendment.

A motion was made by S. Grenier and seconded by J. Ward to approve the Draft Major Amendment #3 to the 2017-2021 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area. Motion carried.

4. **Overview and Public Hearing:** Draft 2018-2022 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area.

L. Conard provided an overview of the Draft 2018-2022 TIP for the Green Bay Urbanized Area via PowerPoint.

*Fixing America's Surface Transportation (FAST Act)*, the current federal transportation law, requires that MPO prepare a TIP annually.

A TIP contains a five-year program of projects including the following:

- Highway & road projects
- Public transit – operating & capital
- Transportation services for seniors & individuals with disabilities including vehicles, mobility management and operations
- Transportation facilities – bicycle lanes, sidewalks, trails and Safe Routes to School (SRTS) activities

L. Conard noted that the TIP includes projects that fall under nine different federal funding programs.

Programs that the MPO determines what projects are funded include:

- Surface Transportation Block Grant Program (STBG)
- Transportation Alternatives (TA)
- Section 5310 – Enhanced Mobility of Seniors & Individuals with Disabilities

Programs that the federal highway or federal transit determines what projects are funded include:

- National Highway Performance Program (NHPP)
- Surface Transportation Block Grant Program (STBG)
- Highway Safety Improvement Program (HSIP)
- Highway Safety Improvement Program – Railroad Safety (HSIP)
- Section 5307 – Urbanized Area Formula Grants Program
- Section 5339 – Bus and Bus Facilities Program

L. Conard reviewed some of the projects that have been funded with federal funds.

- I-41 Expansion
- Green Bay Metro has applied for both capital items and operations
- Specialized Transportation Vehicles
- Bus Shelters
- Mobility Management Program
- Transportation Alternatives – Fox River Trail

L. Conard indicated that last year, over \$49 million in federal transportation funds were invested in the urbanized area.

Year	Federal Funds*
2016	\$ 49,186, 270
2015	\$ 15,752,581
2014	\$ 42,046,606
2013	\$122,343,609
2012	\$ 84,605,218

\*Project may extend beyond urban area boundary.

L. Conard stated that one of the programs that the MPO has authority over is the Surface Transportation Block Grant (STBG) Program. It's a federal funding program allocated to the urbanized areas based on a population formula. L. Conard stated that a variety of transportation projects are eligible. MPO staff works with local entities to identify projects that are eligible. Projects are ranked and staff works with the Transportation Subcommittee to come up with a list of recommendations and staff brings those recommendations to the BCPC Board, typically every other year in October.

L. Conard reviewed the funding cycle and programming. We are given \$17 million to spend over a 5-year period, and every two years we revisit that \$17 million. However, past years projects have been approved that still haven't been constructed, and L. Conard indicated there were 7 projects totaling \$13 Million. L. Conard stated the WisDOT has not given staff the exact dollar amount for this cycle, but will be approximately \$4.3 Million.

L. Conard stated that staff will return at the October meeting and ask the board to allocate that \$4.3 Million to specific projects. L. Conard reviewed some of the STBG eligible projects.

L. Conard reviewed the TIP process:



#### TIP Schedule

1. Staff collects project information from area agencies & jurisdictions & writes the draft document – June & July
2. 30-day Public Review & Comment Period – August 23<sup>rd</sup> – Sept. 21<sup>st</sup>
3. Staff provides TIP overview to the BCPC BOD & conducts the Public Hearing - September 6<sup>th</sup>
4. Environmental Consultation with Resource Agencies – Sept. 18<sup>th</sup>
5. BCPC Transportation Subcommittee – Sept. 18<sup>th</sup>
6. BCPC BOD approval consideration – Oct. 4<sup>th</sup>
7. Staff demonstration of Fiscal Constraint to WisDOT, FTA, & FHWA
8. Approval consideration by WisDOT – late fall/early winter
9. Incorporation into the STIP - publication in early 2018

L. Conard opened up the public hearing for the TIP and program projects for comment.

C. Conard asked three times if anyone wished to speak. Hearing no comment, L. Conard closed the public hearing.

Question asked concerning projects listed as for information only. L. Conard stated that there are a number of eligible projects listed in the TIP as approval pending, illustrative purpose only, those projects are eligible for those STBG urban funds, but until BCPC BOD approves them, L. Conard cannot list them as approved.

B. Clancy asked for clarification on "Operations Assistance" for Green Bay Metro. L. Conard explained that "operations" includes money to pay for drivers, pay administrative staff salaries, & fuel.

#### **5. Overview and Public Hearing: Brown County Farmland Preservation Plan Amendment.**

D. Teaters provided a presentation on the Farmland Preservation Plan Amendment via PowerPoint.

D. Teaters explained that since the adoption and approval by DATCP in May of 2017, four communities have contacted BCPC staff and indicated that a handful of parcels were unintentionally excluded from the plan. D. Teaters explained that the amendment is to include those parcels that were missed and update the maps.

D. Teaters reviewed the process for an amendment.

Discussion occurred concerning the missed parcels.

D. Teaters stated that staff will return at the October meeting and ask the board for approval of the Farmland Preservation Plan Amendment.

D. Teaters opened up the public hearing for the Farmland Preservation Plan Amendment.

D. Teaters asked three times if anyone wished to speak. Hearing no comment, D. Teaters closed the public hearing.

6. **Public Hearing:** Major Amendment to the 2040 Brown County Sewage Plan proposing the addition of 103.35 acres to the Village of Hobart SSA.

D. Teaters provided an overview via PowerPoint.

The Village of Hobart is requesting an amendment for their sewer service area. It is occurring in two different locations within the Village.

D. Teaters reviewed the acreage request and summary of changes.

D. Teaters indicated that staff made a recommendation to table this until the next Planning Commission meeting. D. Teaters explained the reasoning behind this. Staff had been contacted very late in the process, by one of the property owners and overlapping agencies, Oneida, expressing some concerns with the proposal. D. Teaters reviewed these concerns in detail and staff recommendations in the staff report.

B. Erickson clarified that the use of the word "table" it, the item is then done, gone; rather use "hold it".

D. Teaters opened the public hearing.

D. Teaters asked if anyone wished to speak.

Lee Novak with Robert E. Lee & Associates Inc., representing the Village of Hobart. L. Novak stated he assisted with the amendment and is in attendance to answer any questions. The amendment was submitted on July 5<sup>th</sup> of this year, and we just received the comments from staff last Thursday and concerns of the Oneidas on Friday so we haven't had a lot of time to address these items, but we have addressed several items already with D. Teaters. The plans for the two areas, the northern parcel is supposed to be a single family residential development. The developer has already done a wetland delineation on the property, there are several small pockets of wetlands. He is starting the preliminary platting process, and any delays would delay his process and getting it developed. L. Novak stated that there is no part of trout creek on the property. L. Novak pointed out the unbuildable areas. L. Novak stated that the Village has no plans to compel the Oneidas or the US Government, who actually owns the property, to develop the property. So the concerns that the Oneidas have that they would be forced to develop the property we feel are unfounded. L. Novak stated that the EPA general permit has been required on all developments within the Village since the mid 2000's. In addition, all projects need a DNR stormwater permit, that was relayed to D. Teaters last Friday or yesterday by Jared Schmidt of our office. Any developers that would come in and develop the Village also has a stormwater utility and would require EPA permits be taken out as well as any DNR permits. As far as ESA's, again, I think some of these comments are putting the cart before the horse. As C. Lamine said, usually those costs are taken in the next step, in the development and planning process. Its extreme costs to go through and delineate wetlands, environmental corridors and we feel that we noted properly that those ESA's, and the Village will make sure they're preserved. L. Novak stated they were a little surprised on the EPA permit because our company has done at least eleven sewer service amendments for Hobart since 2006, I've authored at least six of them and we've never had to comment on the EPA permit before, so that's why it wasn't in the original report, previous reports and we've never had it come up as an issue. We're certainly willing to add it and the Village to recognize it. The Village would support shortening that the sewer service amendment not including the entire parcel. Brown County staff in the last eight to ten years has had the requirement to

include all full parcels. If you're changing your policy, we're willing to go along with it. We have no objections to that, the Village has no objections to that. L. Novak stated, to reiterate your statement in your plans, that letters from property owners are not required. The developer of that property owner are in favor, has already authorized a wetland delineation. The other parcel on the south end, there's a proposed business to go in there – manufacturing, and they're ready to start construction. In order for Hobart to try to get a letter from the Village to try to, from the Oneidas, I'm sure everyone in this room knows the level of animosity – the difficulties the Village and Oneidas have had working together on certain items. So, again, I think you're putting conditions on that aren't actually required within your plan and you're setting precedent that I believe on certain issues like saying that a property needs to be unbuildable is beyond the authority of the Planning Commission. With that, I'm here to answer any questions. The Village would ask that this board not delay approval, property owners are very anxious to get going on the development.

S. Grenier asked, because there are no parcel numbers on the maps, am I correct in understanding that there are three areas that make up this area of the amendment request? On the eastern half is a single parcel, a second parcel where it says sewer service amendment area, the little triangle below it and then the rail corridor that constitutes a third separate parcel.

L. Novak stated, yes, three parcels on the north end but they are all owned by the same owner.

S. Grenier asked if we have contiguous parcels south of the rail corridor, contiguous parcels north of the rail bed corridor and then formal rail corridor is a separate parcel that is owned by the tribe.

L. Novak stated, yes it's owned by the government.

D. Teaters asked a second and third time if anyone else wished to speak. Hearing no further comment, D. Teaters closed the public hearing.

7. Discussion and action on the Village of Hobart – Major Amendment to the 2040 Brown County Sewage Plan SSA 2017-06.

D. Teaters opened the floor up for further questions and discussion.

G. Pahl expressed concern again about sewer service amendments and areas should be contiguous. D. Teaters explained that it's not that sewer service areas have to be "continuous", but they have to be "contiguous" to other sewer service areas. C. Lamine clarified the areas that are tribal owned, and their intention is not to develop the area.

D. Kaster asked for clarification on staff recommendations #3, and the area identified as unbuildable. C. Lamine explained that this application has been in the works for several months, and explained the method to the application process. One of the reason's staff encourages property owners to be informed of the requests, is their comments can come in and their issues can be addressed. By the time the Oneida Nation was informed of the request coming in, basically they had two days and staff was working on the staff report. C. Lamine stated that the reason for our recommendation is that it is based on the information staff has at the time of writing the report.

D. Teaters clarified what the staff recommendations are. The actual recommendation is to postpone this until the next meeting so that Brown County, Oneida and the Village of Hobart

have an opportunity to research and resolve the following concerns: Staff recommendations #1 through #5 are not staff's stipulations, these are the concerns brought to staffs attention, so staff wanted to make Planning Commission board members aware of the concerns and address those concerns tonight.

Suggestion was made that in order to move this ahead tonight, take that out as being unbuildable for now. D. Teaters stated that if the Planning Commission is comfortable with the answers that the Village of Hobart representative has given, as far as the EPA permits, sounds like the Village takes care of all of the EPA permits for all their projects so that shouldn't be an issue and that was the only concern from Oneida on this parcel. So, if the Planning Commission is comfortable and wishes to move forward with the approval the sewer service amendment expansion of just this parcel at this time, D. Teaters stated just have to specify that in the motion, and then as far as the other parcels to the north there are some additional items that may need some further discussion.

Discussion occurred on what the request is and approving the sewer service amendment.

A motion was made by B. Erickson and seconded by S. Grenier to approve the Major Amendment to the 2040 Brown County Sewage Plan SSA 2017-06 to divide the rail corridor parcel at HB-742. M. Malcheski and D. Juengst voted Nay. Motion carried.

8. Discussion and Approval of the Water Quality Grant Agreement between Wisconsin Department of Natural Resources and Brown County Planning Commission.

D. Teaters summarized the agreement for \$40,115 in grant funding.

Discussion on stormwater management.

A motion was made by M. Malcheski and seconded by G. Pahl to approve the Water Quality Grant Agreement between Wisconsin Department of Natural Resources and Brown County Planning Commission. Motion carried.

9. Presentation of the 2017 Green Bay Metropolitan Area Transportation System Performance Measures Report.

K. Vang provided a Prezi presentation on the Green Bay Metropolitan Area Transportation System Performance Measures.

The seven performance categories include:

- Transportation structures & pavement condition
- Transportation study
- Highway & street operation, safety & accessibility
- Bicycle & pedestrian facilities
- Public transportation
- Transportation services for seniors & individuals with disabilities
- Freight transportation (rail, water, & air)

D. Yoder provided a presentation using an interactive mapping tool as another way to view the performance measures.

10. Discussion regarding Answers to Frequently Asked Questions about the Southern Bridge Project.

C. Runge stated at a previous meeting there was discussion about preparing a Q&A for the Southern Bridge project. C. Runge stated that staff will be sharing the Q&A with the Planning, Development and Transportation Committee in September as well.

C. Runge stated that these are the ten most frequently asked questions that staff have experienced over the years with the EIS process. If there are additional questions that you would like added, please contact C. Runge.

K. Flom stated that she found this document to be very helpful and has already shared the document. K. Flom stated that the number one question she is asked is when will it be built. Although we cannot answer that question, can we share bullet points on the processes needed prior to construction, i.e. approval of the corridor, EIS? Can we layout what needs to happen before construction begins, and not put a timeline together, but at least show the steps? K. Flom asked if there was a place on the county website to put the Q&A.

11. Brown County Planning Commission staff updates on work activities during the month of August, 2017.

A motion was made by S. Grenier and seconded by D. Juengst to receive and place on file the staff updates on work activities during the month of August. Motion carried.

12. Directors Report.

C. Lamine stated that equalize value has been going up, and the Press Gazette had a story this week about equalize value going up in the county. C. Lamine stated even after the TIF we're seeing a lot of development generating new tax base.

C. Lamine stated that interviews are scheduled for Monday for the Principal Planner position.

C. Lamine recognized D. Teaters on the work that he is doing and additional work he has taken on due to the Principal Planner vacancy.

A motion was made by S. Grenier and seconded by G. Pahl to receive and place on file the Directors Report. Motion carried.

13. Other matters.

C. Lamine indicated that staff will try to not have a planning commission meeting in the month of November due to the annual budget meeting occurring that month.

14. Adjourn.

A motion was made by G. Paul and seconded by B. Clancy to adjourn. Motion carried.

The meeting adjourned at 8:45 p.m.

**STAFF REPORT  
TO THE  
BROWN COUNTY PLANNING COMMISSION  
September 6, 2017**

**August, 2017 Staff Activity Reports**

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**The recent major planning activities of Chuck Lamine, Planning Director:**

- Coordinated and attended the Brown County Planning Commission meeting August 2.
- Attended Economic Development Committee Department Head meetings with County Executive.
- Met with County Executive and various County representatives regarding development of the Brown County Research and Business Park and the STEM Innovation Center building.
- Coordinated closing on two Brown County Economic Development Revolving Loan Fund loans for Battle House GB LLC and Warrior Jungle LLC to be located in the City of De Pere.
- Completed 2018 Planning and Land Services (PALS) department budget submittal to County Executive and coordinated submittal meeting.
- Assisted Planner I – Housing with administration of the CDBG Housing program.
- Coordinated with County, UWGB and Einstein Project staff to discuss administrative processes for lease agreement with UW system for STEM Innovation Center and Research Park development.
- Attended the Brown County/City of Green Bay Stadium District meeting on August 30.
- Assisted with contract development for the STEM Innovation Center architecture and engineering contract with Somerville.
- As Project Manager attended the August 3 Design Kick Off Meeting for the STEM Innovation Center Building.
- As Brown County appointment attended a Village of Wrightstown TIF Joint Review Board meeting August 9.
- Coordinated with Senior Land Use Planner regarding Sewer Service Area Plan amendments and Environmentally Sensitive Area (ESA) protection.
- Prepared Request to Fill forms for the vacant Administrative Secretary position.
- Discussed the status of the IAJR's Engineering and Operations Analysis with Brown County's consultant (SRF) and the Principal Transportation Planner.
- Prepared for and participated in a meeting with the Principal Transportation Planner and the Town of Lawrence's Chairperson, Town Administrator, and Zoning Administrator to discuss the status of the Southern Bridge Project and planned developments in the town.
- Conducted Planning and Land Services Department manager's staff meetings and Planning Staff meetings.
- Attended a meeting to discuss implementation of the new land records computer system LandNav with PALS, Technical Services and Treasurers Office staff.
- Attended a meeting to discuss cost sharing alternatives for software maintenance costs for the LandNav system with PALS, Technical Services, Treasurers Office, and Administration Department staff.
- Discussed status of Southern Bridge project with County Executive, Principal Transportation Planner and County Director of Public Works.

- Attended meeting with Senior Planner and Village of Suamico staff regarding rain garden stormwater management facility maintenance inspections.
- Met with applicant for a Brown County Economic Development Revolving Loan Fund loan for a business in the Village of Allouez.
- Met with Senior Planner and Town of Wrightstown staff to discuss possible boundary agreement and Sewer Service Area Plan issues.
- Attended Planning, Development and Transportation Committee meeting to present Capital Improvements Plan for STEM Innovation center Building August 28.
- Compiled Human Resource documents at request of the Human Resources Director.
- Completed update to 2017 Planning and Land Services Department Goals and Accomplishments Report to the County Executive.

**The recent major planning activities of Cole Runge, Principal Transportation Planner:**

- Discussed progress made on the Interstate Access Justification Report's (IAJR's) traffic analysis with the County Planning Director and a representative of SRF Consultants.
- Developed a summary of answers to frequently asked questions about the Southern Bridge Project.
- Developed a section of the Draft 2017 Green Bay Metropolitan Area Congestion Management Process (CMP) Update that addresses the impact of crashes on traffic congestion. Also reviewed and commented on the full draft of the 2017 CMP Update.
- Reviewed and commented on the draft text for the 2018-2022 Transportation Improvement Program (TIP).
- Prepared for and participated in a meeting with Village of Allouez administrative staff regarding improving bicycle and pedestrian safety and accessibility along and across Webster Avenue in the village.
- Completed a grant detail summary for the State Specialized Transportation Assistance Program (State Stat. 85.21) for the 2018 Planning and Land Services (PALS) Department budget.
- Reviewed and commented on draft materials that were distributed by the Wisconsin Department of Transportation (WisDOT) for a State Transportation Performance Measures Workgroup teleconference.
- Reviewed and commented on the Draft 2017 Green Bay Metropolitan Area Transportation System Performance Measures Report.
- Developed a map that shows a possible method of connecting the Mountain-Bay Trail in the Village of Howard to the Edinger Trail on the west side of the City of Green Bay. Also met with a Green Bay Alderperson and representatives of the Howard Public Works Department and Green Bay Parks, Recreation, and Forestry Department to discuss connecting the two trails.
- Prepared for and participated in a meeting with the Senior Transportation Planner, Green Bay Metro administrative staff, a representative of the Aging and Disability Resource Center (ADRC) of Brown County, and the Specialized Transportation Mobility Coordinator to plan the next Mobility Management Program Focus Group meeting. Also participated in the Mobility Management Program Focus Group meeting.
- Developed the MPO's Draft 2018 Cost Allocation Plan.
- Completed the first draft of the MPO's 2018 Transportation Planning Work Program and budget.
- Developed cover letters to send with the CY 2018 Section 5310 Program project application that will be reviewed by the Brown County Transportation Coordinating

Committee's (TCC's) Section 5310 Program Application Review Subcommittee. Also delivered the applications to the subcommittee members.

- Reviewed and scored the application that was received for CY 2018 Section 5310 Program funds.
- Developed the Transportation sections of the PALS Department's 2018-2022 Strategic Plan, 2018 SMART (Specific, Measurable, Attainable, Relevant, and Time-Based) Goals, 2017 Accomplishments/Annual Report, and 2017 SMART Goals Updates.
- Participated in a Green Bay Transit Commission meeting and answered questions about Green Bay Metro's Draft Strategic Plan before the plan was approved by the Transit Commission.
- Corresponded with the Federal Transit Administration (FTA) regarding the need for the TIP to be amended before dropping a transit project from the TIP and shifting the money to another transit project in the TIP.
- Participated in a statewide MPO Directors meeting in Madison.
- Conducted two MPO staff meetings.

**The recent major planning activities of Dan Teaters, Senior Planner:**

- Town of Holland Comprehensive Plan Update
  - Continued drafting chapters 2 and 7
- Certified Survey Maps (CSMs)
  - Began Review of 8 new CSMs
  - Completed review of 10 CSMs
  - Signed and filed 16 CSMs
  - Cursory review for City of De Pere and City of Green Bay
    - C of De Pere – 0
    - C of Green Bay - 2
- Plats
  - Preliminary Plats
    - Began review of 3 preliminary plats
    - Completed review of 3 preliminary plat
  - Final Plats
    - Began review of 0 final plat
    - Completed review of 1 final plats
- ESA Amendments
  - Completed 3 ESA Plan Corrections
  - Completed 1 Minor ESA Amendment
  - Three site visits to assess ESA conditions for ESA amendment requests
- Sewer Service Area Amendments (SSA)
  - Completed review of one SSA amendment – V of Hobart
  - Attended two preliminary meetings to discuss future SSA amendments
- Farmland Preservation Plan
  - Began reviewing and compiling materials for an amendment to the recently adopted BC Farmland Preservation Plan.
- Assisted 52 members of the public or local communities with inquiries related to Farmland Preservation, natural resources, and/or land division questions
- Provided additional planning services and ESA related duties, including advice on inquiries related to potential major and minor ESA amendments, identification of ESA violations, and assisting the public regarding allowed and restricted uses within an ESA buffer.



- Attended BCPC meeting 8/2/17
- Held one pre-application meeting for a future subdivision in the Village of Hobart 8/3/17
- Held one pre-application meeting for a future subdivision on the boarder of the Town of Lawrence and the Village of Hobart
- Met with the Village of Suamico to discuss rain gardens in the Bay Port Heights subdivision. 8/15/17
- Met with a Brown County community to review thoughts on and discuss a boundary agreement

**The recent major planning activities of Lisa Conard, Senior Transportation Planner:**

- Continued work on the *Draft 2018-2022 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area*. The BCPC Board of Directors will assign \$4,347,101 in Surface Transportation Block Grant (STBG) funds to qualifying projects in October of 2017.
  - Collected and scored projects submitted for STBG funds.
  - Collaborated with WisDOT staff regarding STBG candidate project cost estimates.
  - Collaborated with WisDOT staff regarding possible STBG funding scenarios for future Transportation Subcommittee and BCPC Board of Directors consideration.
  - Collaborated with WisDOT staff regarding non-STBG projects to be included in the TIP.
  - Worked with Green Bay Metro and Curative Connections regarding projects to be considered for federal funding.
  - Finalized draft text and tables.
  - Disseminated draft to approximately 190 individuals and entities on the MPO's interested parties list, including the BCPC Board of Directors, Transportation Subcommittee, FHWA, FTA, and WisDOT.
  - Wrote legal notices for the public comment period and hearing for both the TIP and 2018 Green Bay Metro Program of Projects.
  - Prepared and issued public participation materials, social media posts, and legal notice.
- At the request of the Federal Transit Administration (FTA) and WisDOT, began work on the *Draft Major Amendment #3 to the 2017-2021 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area*.
  - Worked with FTA and WisDOT staff to identify amendment detail.
  - Prepared draft amendment document.
  - Disseminated draft to approximately 190 individuals and entities on the MPO's interested parties list, including the BCPC Board of Directors, Transportation Subcommittee, FHWA, FTA, and WisDOT.
  - Scheduled public review and comment period and public hearing.
  - Prepared and issued public participation materials, social media posts, and legal notice.
- Downloaded one *Federal Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program* project application and supporting documents from BlackCat®. Reviewed applications package. Section 5310 provides funding for capital and operating projects that improve the mobility of seniors and individuals with disabilities. This may include human service vehicles, mobility management, operating, and non-vehicle capital projects. The Brown County Planning Commission Board of Directors is scheduled to award funding to specific project(s) in October 2017.

- Partnered with Green Bay Metro staff in an effort to finalize the strategic plan for the system.
- Attended a second meeting at the East Central Wisconsin Regional Planning Commission (ECWRPC) office regarding data needs for possible study. The study involves two issues, building a Northeast Wisconsin regional transit model and examining a commuter-type service along the Fond du Lac-Oshkosh-Appleton-Green Bay corridor. Provided comment on the draft grant application prepared by ECWRPC for funds to complete the study.
- Consulted and/or provided information to Metro staff regarding various service, compliance, and/or other issues.
- Participated in the second Specialized Mobility Management Program for Brown County Focus Group meeting.
- Participated in MPO staff and BCPC staff meetings as necessary.

**The recent major planning activities of Jeff DuMez, GIS/Land Records Coordinator:**

- Continuing to coordinate the 2017 aerial photo project.
- Continued to participate in the Land Records System upgrade project. Participated in meetings as needed, including 2 days of training.
- Continued to assisting Technology Services & Public Safety Communications with the 911 Computer Aided Dispatch project, addressing & street issues, and other tasks.
- Continued to assist Tech Services staff regarding a GIS Server upgrade project. New machines set up and configured, transfer of all data and apps has begun.
- Compiling a TIF District (TID) map of the county.
- Made edits to the GIS database (new subdivisions, street additions/vacations, annexation, addressing, navigability determinations, environmentally sensitive areas, etc.).
- Provided GIS data or other services for many private businesses, local governments, state and federal agencies.
- Assisted other people with miscellaneous service, data, and training requests.
- Attended staff meetings as needed.

**The recent major planning activities of Devin Yoder, Planner I (GIS/Transportation):**

- Participated in MPO staff meetings.
- Participated in Brown County Planning Commission staff meetings.
- Revised 2017 CMP draft and maps for final draft review.
- Revised Performance Measures GIS Map Journal for reporting in September, and to display on the Brown County website following the report presentation.
- Viewed the webinar "Breaking Barriers to Bike Share: Insights on Equity" from the National Institute for Transportation and Communities on August 22, 2017.
- Attended "Pedestrian and Bicycle Transportation Planning and Design" lecture in Pewaukee, WI, presented by Antonio Rosell, P.E., AICP.
- Attended Greater Green Bay Active Communities Alliance meeting on August 2<sup>nd</sup>.
- Attended the Brown County Port and Resource Recovery Renard Island end-use meeting on August 3<sup>rd</sup>.
- Assigned address for parcel in the Town of Green Bay
- Analyzed two proposed route revisions for GB Metro to recalculate paratransit service area populations with those possible changes.

- Researched possible bike share companies that the Green Bay metro area could partner with in the future.

**The recent major planning activities of Todd Mead, Planner I - Housing:**

- Prepared and ordered four (4) housing quality standards (HQS) inspections for Northeastern Wisconsin Community Development Block Grant (CDBG) clients.
- Prepared and ordered three (3) final site inspections for CDBG clients.
- Prepared and ordered three (3) lead-based paint assessments for CDBG clients.
- Met with six (6) CDBG clients and the contractors to prepare them for their future rehabilitation projects.
- Met with two (2) Brown County RLF clients and the contractors to prepare them for their future rehabilitation project.
- Opened nine (9) new CDBG applications.
- Denied two (2) CDBG applications.
- Prepared and closed six (6) CDBG Housing Rehabilitation Loans.
- Prepared and closed two (2) Brown County RLF Housing Rehabilitation Loans.
- Prepared five (5) CDBG Environmental Reviews.
- Prepared and corresponded with four (4) bid documents to CDBG applicants for future rehab projects.
- Prepared for and closed one Door County CDBG down payment home purchased loan.
- Reviewed and prepared one (1) satisfaction for an existing CDBG client.
- Reviewed and approved one (1) subordination for an existing CDBG client.
- Attended staff meetings.
- Attended a lunch meeting with a local financial institution loan officer to discuss our CDBG Program.
- Continued to work on new and existing applicant files from Northeastern Wisconsin CDBG counties.
- Continued to work on new and existing applicant files from Brown County RLF Program.
- Continued general outreach and marketing efforts for our RLF and CDBG-Housing Loan Programs.

**The recent major planning activities of Ker Vang, Planner I (GIS/Transportation):**

- Assigned an address for the Town of Green Bay.
- Completed the Transportation System Performance Measures report. Put together a PowerPoint presentation for the Brown County Planning Commission.
- Reviewed and updated roundabout data for the CMP report and updated the roundabout story map on ArcGIS online.
- Created a map of the Green Bay MPO 2010 Urbanized Area Boundary that included and showed all of Brown County boundary.
- Created a base map for each of the 15 bus routes for metro staff to use for planning new and expanding existing transit routes.
- Geocoded 20,201 postal address locations for Green Bay Metro Paratransit Program. Manually identified and placed unmatched locations on the map. Created a map identifying trip origin locations within the Village of Bellevue boundary.
- Updated transit route 13 and Metro Information pages in the transit guide.
- Updated Limited Service Route 78 AM and 78 PM maps. Updated the Route 78 map in the Metro Transit Guide.

- Posted Draft Amendment # 3 and Draft 2018-2022 TIP announcements on Facebook, Twitter, and Planning Website.
- Watched the webinar, "Breaking Barriers to Bike Share: Insights on Equity" on 8/22/17.
- Participated in PALS and MPO staff meetings as needed.